



Enterprise Release Management (ERM) Stakeholder Workshop Preparation Guidance

March 31, 2003



Preparation for ERM Stakeholder Workshop

1. **Determine objectives (to include requirements gathering and input on strengths and weaknesses of existing ERM Situation.)**
2. **Determine invitees (to include: FSA CIO ERM Lead, FSA Channel Business Lead Representation, Operating Partner Representation and other affected stakeholders).**
3. **Reserve location for meeting and dial-in number**
4. **Draft and send invitation to invitees**
5. **Prepare Workshop Materials**
6. **Conduct Workshop**
7. **Draft and send Post-Meeting Report to invitees and other stakeholders**

Proposed Agenda for ERM Workshop



- 1. Introductions**
- 2. Background on ERM**
- 3. Review of objectives for Workshop**
- 4. Discussion of Current ERM Situation (strengths and weaknesses)**
- 5. Discussion of potential solutions**
- 6. Discussion of integration of solution to other Enterprise-wide efforts (e.g. Enterprise Configuration and Change Management etc.)**
- 7. Identify other Issues, Risks or Requirements**
- 8. Review Captured Issues, Risks or Requirements**

Enterprise Release Management (ERM) Issues and Risks



ID #	Issue/Risk	Submitter	Comments

Enterprise Release Management (ERM) Requirements



ID #	Requirement	Submitter	Comments